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Coordination, Operations and Policy Staff
Assistant Director for Reports and Estimates
Distribution of the CIA Weekly Summary

15 November 1949

1. The present distribution list of the CIA Weekly Summary is in urgent need of revision. The list has been expanded from its original number on a piecemeal, ad hoc basis. As it now stands, the distribution is both too large and haphazard. Moreover, the CIA Weekly Summary, which is designed primarily for the attention of top-level personnel in the US Government, now gets a wide distribution among intelligence working-level personnel and other operational people who can derive only limited benefit from it. CIA needs to service these personnel in some more satisfactory way.

2. ORE proposes three lines of action for dealing with this problem:

(a) The formulation of a written policy on distribution of the CIA Weekly Summary and the establishment of a procedure for action upon new requests for the CIA Weekly Summary;

(b) The revision of the present distribution list in the light of this policy;

(c) The establishment of a new weekly publication, The CIA Weekly Review, to provide more adequate service for intelligence and operational personnel and to service those individuals who are removed from the distribution of the CIA Weekly Summary.

3. a. Proposed statement of policy on distribution of the CIA Weekly Summary.

The CIA Weekly Summary is an analytic review of trends and developments of topmost importance to US security. It is designed primarily for the attention of the President and the members of the National Security Council. It undertakes to provide them periodically with brief, current intelligence estimates of the world situation. Distribution of the CIA Weekly Summary beyond these individuals will be made only on a need-to-know basis and will require joint review by CIA and the intended recipient of the usefulness of the publication for his office.

b. Proposed distribution of the CIA Weekly Summary.

The distribution list in Tab "A" is believed to be adequate for the fulfillment of the CIA Weekly Summary's functions. It is substantially the same distribution now given the CIA Daily Summary

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and thus would meet the requirements of security if the Weekly Summary were made a Top Secret publication. The deletions from the present distribution of the CIA Weekly Summary (see Tab "B") include: 1 each from the Chief of Naval Operations and the Chief of Staff, Air Force; 2 from State Department Research and Intelligence; 9 from Intelligence Division, U.S. Army; 9 from Office of Naval Intelligence; 4 from Air Intelligence; 5 from OGD, Department of State; and 5 copies to miscellaneous recipients.

c. Proposed procedure for handling new requests for the CIA Weekly Summary.

New requests for distribution of the CIA Weekly Summary may be received by DCI, AD/ONI, or AD/OGD. Such requests are to be routed to COAPS who will inform AD/ONI and AD/OGD of the receipt of the request and will interview the intended recipient in order to ascertain his need for the publication. Action in granting or refusing the request will then be taken by a committee including representatives from COAPS, ONI, and OGD.

d. a. Prospectus for The CIA Weekly Review.

The CIA Weekly Review is a review of significant developments in the various parts of the world during the preceding week. It is designed primarily for intelligence and operational personnel who need a weekly review of available current intelligence in fields of their chief concern. The publication will be published in detachable sections so that the recipients may remove the portions pertaining to their geographic area if they so desire.

b. Proposed distribution of The CIA Weekly Review.

Despite the limitations imposed on the distribution of the CIA Weekly Review by the lack of adequate reproduction facilities, it is believed that all present recipients of the ONI Division Weeklies (see Tab "C"), as well as those cut off from the CIA Weekly Summary, can be serviced. In order to reach the necessary operational and intelligence personnel in the IAC agencies, a maximum distribution of 50 copies would probably be more than adequate: 9 each to ID, A-2, ONI, and OIR, and 7 each to the operational level of Department of State. Using OIR as an example, each regional branch (there are a maximum of 7 in each Division) could be supplied with that portion of the Weekly Review which covered its area of responsibility and 2 additional copies would be available for consideration by higher level personnel needing global coverage.

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in the discharge of their responsibilities. It is therefore proposed that COAPS canvas the IAC agencies to determine their exact needs, bearing in mind that present reproductive facilities will limit distribution outside CIA to approximately 50 copies.

c. Proposed procedure for acting upon new requests for The CIA Weekly Review.

New requests for distribution of The CIA Weekly Review may be received by DCI, AD/ORE, or AD/OCD. Such requests are to be routed to AD/OCD, who will inform COAPS and AD/ORE of the receipt of the request. The recommendation of AD/ORE in granting or refusing the request will be routed to COAPS for review and approval.

THEODORE HABBITT

Enclosures: Tab "A" — The CIA Weekly Summary Proposed Distribution
Tab "B" — The CIA Weekly Summary Present Distribution
Tab "C" — Present Distribution of ORE Division Weeklies
Tab "D" — The CIA Weekly Review Proposed Distribution
Tab "E" — The CIA Weekly Review Sample Issue (6 copies)

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Distribution:

COAPS (6)

AD/ORE (2) ✓

D/Pub (1)

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